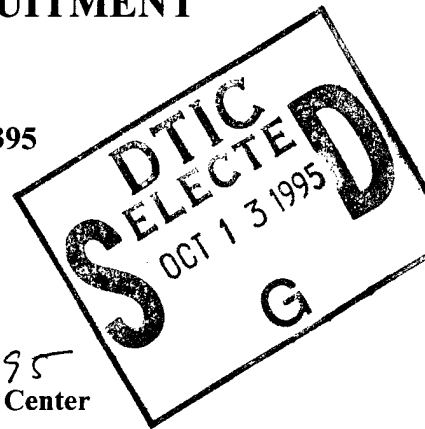


# C. W. BILL YOUNG MARROW DONOR RECRUITMENT AND RESEARCH PROGRAM

TECHNICAL REPORT FOR GRANT N00014-93-1-1395



REPORT SUBMITTED BY:

William B. Lowe, Jr., General Manager, C. W. Bill Young Marrow Donor Center

*William B. Lowe, Jr. 4/24/95*

## OPENING STATEMENT

The period covered by grant N00014-93-1-1395 was 01 October 1993 through 31 January 1995. The C. W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," the "Department of Defense Marrow Donor Center," and the "Department of Defense Marrow Donor Program". For purposes of brevity the C. W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

The mission of the BYMDC is to "*recruit and enroll eligible Department of Defense Members and other eligible personnel into the National Marrow Donor Program registry and to provide outstanding management services to those members who are selected as potential marrow donors.*"

To accomplish its mission the BYMDC has identified three functional areas in which work must be accomplished. These three areas are: 1) Administration; 2) Recruiting Management; and, 3) Donor Services Management. This work is interrelated, and successful accomplishment of all work in these three functional areas assures success of the BYMDC.

## ADMINISTRATION

### LOCATION:

Office space was rented and occupied by the BYMDC at the following location during the period of this report:

7910 Woodmont Avenue, Suite 1410  
Bethesda, Maryland 20814

DISTRIBUTION STATEMENT A

Approved for public release;  
Distribution Unlimited

19951012 029

## PERSONNEL:

Throughout the period covered by Navy Grant N00014-93-1-1395 the BYMDC was staffed with full time equivalent personnel (FTE's). At times, due to staffing shortages, the full time staff was augmented with part time and/or temporary employees as workload demanded. Two additional FTE positions were established during the period of the grant (one recruiting specialist; and one donor services coordinator). Positions established and staffed at the expiration of the grant were as follows:

<u>Position</u>	<u>Date Established</u>	<u>Comments</u>
General Manager	September 1990	FTE
Admin. Asst.	May 1991	FTE
Recruitment Splst.	December 1990	FTE
Recruitment Splst.	December 1990	FTE
Recruitment Splst.	January 1994	FTE
Data Entry Splst.	December 1990	FTE
Donor Svcs. Coord.	May 1991	FTE
Donor Svcs. Coord.	June 1991	FTE
Donor Svcs. Coord.	January 1994	FTE
Donor Svcs. Supvsr.	March 1992	FTE

Note: Numerous part time and temporary positions were established and abolished throughout this period. The above positions are those that existed throughout all or most of the period and at the expiration of the grant.

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By .....	
Distribution /	
Availability Codes	
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## FISCAL:

See NMDP Memorandum of 29 March 1995 (RE: Navy Grant #N00014-93-1-1395), with attachments (copy attached to this technical report). [TAB A]

## EQUIPMENT:

No equipment was purchased under this grant. See NMDP Memorandum of 29 March 1995 (RE: Navy Grant #N00014-93-1-1395), with attachments. [TAB A]

## RECRUITING MANAGEMENT

### INFORMATION BRIEFINGS AND PUBLIC AWARENESS:

The first step to successful recruiting is awareness of need throughout the general public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

The BYMDC began conducting briefings and information sessions at military and other DoD installations in August 1990. These briefings and information sessions continue to the present, and were actively performed throughout the period covered by grant N00014-93-1-1395. This work was accomplished by a representative from the BYMDC who traveled to the installation and made presentation about the BYMDC.

Wherever possible, the existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, E-mail), was also used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program approved pamphlets, videos and information sheets were also distributed among a large number of DoD installations.

Public (DoD military and civilian personnel) awareness was greatly improved at many locations through involvement of volunteer groups established at Fort Bragg, NC; Fort Riley, KS, Army Recruiting Command, Harrisburg, PA; Fort Sam Houston, TX; and other locations. In addition individual volunteers at literally scores of DoD installations.

#### **MARROW DONOR DRIVES:**

Marrow donor drives scheduled from October 1993 through January 1995 resulted in 30,585 persons being recruited into the national registry through the BYMDC. An additional 535 persons recruited by the BYMDC were added to the national registry through the NIH Donor Center and the ARC-Greater Chesapeake and Potomac Region (Washington office) Donor Center.

Throughout the period covered by the grant the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was improved and sustained. Much effort was made to provide effective publicity and public education and awareness within the Department of Defense establishment.

The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to the drive site, and shipment of specimens from the drive site to the laboratory (Naval Medical Research Institute) for processing. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that blood specimens arrived at the laboratory for testing in a timely manner.

#### **RECRUITING ACTIVITY LOCATIONS:**

TAB B provides a listing of DoD locations at which recruiting activities occurred during the period of October 1993 through January 1995. [TAB B]

## **DONOR SERVICES MANAGEMENT**

Donor services management involves all aspects of work which may bring an individual from the point of being a potential donor to actual marrow donation. When donation occurs it is necessary to follow the donor (post donation), with health checks and other administrative interventions for six months or more.

Donor services management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and is one-on-one. The work involves locating and contacting identified potential donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examination and finally, arranging for and coordinating actual marrow collection.

Tab C provides an outline of the essential functions necessary to perform acceptable donor services management. These functions have evolved and improved throughout the existence of the program. [TAB C]

### **DR REQUESTS (HLA typing for 5th and 6th antigens):**

During the period of October 1993 through January 1995 approximately 1,600 DR requests were made to the BYMDC.

### **CONFIRMATORY TYPING (CT) REQUESTS:**

The most significant step leading to actual marrow donation is a request that an individual undergo confirmatory typing. Of individuals who are confirmatory typed, one in 8 to one in 12 will be identified as a match.

CT requests for the period of the grant are as follows: 1622

### **MARROW DONATIONS:**

The BYMDC accomplished its first marrow donation in March 1992. During the period covered by this grant 120 marrow donations were completed through the BYMDC program.



National Marrow  
Donor Program

National Coordinating Center  
3433 Broadway Street N.E.  
Suite 400  
Minneapolis, MN 55413  
612-627-5800  
1-800-526-7809  
FAX: 612-627-5899

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Antronette K. Yancey, M.D., M.P.H.

Craig W. S. Howe, M.D.

*Chief Executive Officer*

Laura Graves Award:

Hon. C. W. "Bill" Young

John A. Hansen, M.D.

A collaborative  
effort of the

American Association  
of Blood Banks

American Red Cross

Council of Community  
Blood Centers

With funding from  
The National Heart, Lung,  
and Blood Institute and  
Naval Medical Research and  
Development Command

March 29, 1995

Mr. Todd Frye  
Admin./Grants Contracting Officer  
Office of Naval Research  
Chicago Regional Office  
Federal Building, Room 208  
536 South Clark Street  
Chicago, IL 60605-5423

Re: Navy Grant #: N00014-93-1-1394

Dear Mr. Frye:

Attached are the final financial reports for the above mentioned grant.

No interim financial status reports were prepared. No government property was purchased or furnished under this grant. In addition, no patents were initiated during the period of this grant.

If you have any questions or need more information, please contact me at (612) 627-5824.

Sincerely,

Gordon Bryan  
Chief Financial Officer

Attachments

C: Capt. Robert Hartzman  
Michael Spiro  
Bill Lowe  
Pat Coppo  
Craig W.S. Howe  
Kathy Welte

01 OCT 93 - 31 JAN 95

# FINANCIAL STATUS REPORT

(Follow instructions on the back)

3. RECIPIENT ORGANIZATION (Name and complete address, including ZIP code)

National Marrow Donor Program  
3433 Broadway Street NE, STE 400  
Minneapolis, MN 55413

1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED  
Office of Naval Research

2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER  
N00014-93-1-1395

OMB Approved  
No. 80-R0180

PAGE OF  
1

4. EMPLOYER IDENTIFICATION NUMBER  
84-0865803

5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER

6. FINAL REPORT  
YES ☒ NO ☐

7. BASIS  
CASH ☒ ACCRUAL ☐

8. PROJECT/GRANT PERIOD (See instructions)  
FROM (Month, day, year)  
10-1-93 TO (Month, day, year)  
04-30-95

9. PERIOD COVERED BY THIS REPORT  
FROM (Month, day, year)  
10-1-93 TO (Month, day, year)  
01-31-95

## STATUS OF FUNDS

PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a)	(b)	(c)	(d)	(e)	(f)	TOTAL (g)
a. Net outlays previously reported	\$	\$	\$	\$	\$	\$	\$
b. Total outlays this report period	516,374						516,374
c. Less: Program income credits							
d. Net outlays this report period (Line b minus line c)	516,374						516,374
e. Net outlays to date (Line a plus line d)							
f. Less: Non-Federal share of outlays							
g. Total Federal share of outlays (Line e minus line f)	516,374						516,374
h. Total unliquidated obligations							
i. Less: Non-Federal share of unliquidated obligations shown on line h							
j. Federal share of unliquidated obligations							
k. Total Federal share of outlays and unliquidated obligations	516,374						516,374
l. Total cumulative amount of Federal funds authorized	516,374						516,374
m. Unobligated balance of Federal funds							

11. TYPE OF RATE  
(Place "X" in appropriate box) ☐ PROVISIONAL ☐ PREDETERMINED ☐ FINAL ☐ FIXED

11. INDIRECT EXPENSE

12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. See attached regarding IDC.

13. CERTIFICATION  
I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL: Patricia Coppo

TYPED OR PRINTED NAME AND TITLE: Patricia Coppo, COO

DATE REPORT SUBMITTED: 03/28/95

TELEPHONE (Area code, number and extension): 612-627-5824

Standard Form 269 (7-67)  
Continuation Sheet

Block 12. As specified in our Cost Accounting Standards Disclosure Statement dated January 24, 1994, Part IV, the National Marrow Donor Program (NMDP) does not treat any of its costs as indirect costs. As such, all costs incurred at the NMDP are considered direct costs and are charged to the appropriate contract or grant based upon specific contract or grant provisions and any advance understandings with the appropriate agency.

**DOD CENTER (NAVY)  
1994 EXPENSES  
NOOO14-93-1-1395**

**SCHEDULE 7**

Fiscal Year 1994

ACCOUNT NAME	BUDGET	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	GRANT TOTAL	BUDGET REMAIN.
COMPENSATION	160,958	9,865	14,805	17,337	11,241	11,142	16,846	11,315	11,642	10,068	10,116	13,799	12,675	18,511	11,668		200,507	(39,548)
BENEFITS/INSURANCE	41,398	4,287	1,060	132	5,111	2,805	4,735	875	4,100	890	950	1,628	1,259	1,062	1,418		31,661	9,737
TEMPORARY LABOR																	0	0
COMP ABSENCE																	0	0
<b>SUBTOTAL</b>	<b>202,357</b>	<b>14,152</b>	<b>15,865</b>	<b>17,469</b>	<b>16,352</b>	<b>13,947</b>	<b>21,581</b>	<b>12,190</b>	<b>15,742</b>	<b>10,958</b>	<b>11,065</b>	<b>15,427</b>	<b>13,934</b>	<b>19,573</b>	<b>13,086</b>		<b>232,168</b>	<b>(29,811)</b>
AIRFARE	73,835	120	2,755	3,990	5,604	3,936	2,518	6,629	6,238	1,038	5,318	1,905	716	11,230	1,372	1,838	65,913	7,922
HOTEL	37,306	687	1,419	733	382	2,669	3,264	834	1,545	828	1,330	850	2,595	1,584	1,818	1,012	23,131	14,175
MEALS & MISC.	38,860	1,551	1,794	1,420	1,058	4,153	2,694	2,170	1,506	1,159	2,483	1,211	3,577	3,213	2,052	1,569	33,626	5,234
GUEST SPEAKER FEES	2,000						1,652	1,473								2,516	6,219	3,781
GUEST SPEAKER TRAVEL	10,000						234									1,051	1,348	(348)
GUEST SPEAKER MEALS	1,000	62.6					75										383	3,617
GUEST SPEAKER HOTEL	4,000	308																
<b>SUBTOTAL</b>	<b>167,001</b>	<b>2,728</b>	<b>5,967</b>	<b>6,143</b>	<b>7,044</b>	<b>10,758</b>	<b>10,436</b>	<b>11,107</b>	<b>9,289</b>	<b>3,025</b>	<b>9,131</b>	<b>3,966</b>	<b>6,888</b>	<b>16,027</b>	<b>5,242</b>	<b>7,986</b>	<b>130,619</b>	<b>36,382</b>
MEMBERSHIP-PROF ORG	500							49									49	451
COPIER RENTAL	3,000		167	58		206	162	134	38	82				112			847	2,153
COPIER SUPP. & COPYING	900	15		2	2	2	41		2		177	691	79				1,556	(656)
PRINTING	18,350	499	1,987	15	15	50	1,593	721	19	1,010	76	38	1,871	36	689	91	8,997	9,353
NEWSLETTERS	2,000																0	2,000
<b>SUBTOTAL</b>	<b>24,250</b>	<b>514</b>	<b>2,154</b>	<b>73</b>	<b>17</b>	<b>257</b>	<b>1,796</b>	<b>855</b>	<b>59</b>	<b>1,092</b>	<b>252</b>	<b>729</b>	<b>1,950</b>	<b>148</b>	<b>689</b>	<b>91</b>	<b>11,400</b>	<b>12,850</b>
POSTAGE	7,000					368	280		360		336			384		242	2,330	4,670
OVERNIGHT DEL(FED EX)	750	(1,028)	1,705			(3,891)	242	317	18	115	29	112	8	161	124	134	2,175	(1,425)
PARCEL DELIVERY (UPS)	21,920	26	14			45	35										1,050	20,870
POSTAGE MACH MAINT.	510	31	54	30		92	30	3		3,550	128		90	21	39		642	(132)
COURIER EXP (NOVA)	44,000	2,744	1,487	1,468	3,680	1,783	5,726	1,477	4,722		718	2,634	5,747	3,241	2,088	1,963	43,027	973
<b>SUBTOTAL</b>	<b>74,180</b>	<b>1,773</b>	<b>3,260</b>	<b>1,498</b>	<b>3,680</b>	<b>(1,602)</b>	<b>6,313</b>	<b>1,797</b>	<b>5,100</b>	<b>3,666</b>	<b>1,210</b>	<b>2,746</b>	<b>5,845</b>	<b>3,807</b>	<b>2,251</b>	<b>2,339</b>	<b>49,225</b>	<b>24,955</b>
LOCAL TELE SVC	2,200	258	188	184	10	422	230	224		220	492		245	436	250	195	3,744	(1,544)
800 NUMBER SVC	4,000	27	491	421	464	6		216	608	922	263		327	561	3	441	6,220	(2,220)
LONG DISTANCE SVC	4,000	447	688	371		575	1,922	4	535	1,122	1,126	430	385	832	1,031		10,104	(6,104)
ELECTRONIC MAIL	500	34	20		8	8	12	31		14	55		20	14	80		498	2
PAGERS	2,800	373		120	611		387	350		488	185	223		392	167	176	3,933	(1,133)
<b>SUBTOTAL</b>	<b>13,500</b>	<b>1,139</b>	<b>1,387</b>	<b>1,095</b>	<b>1,093</b>	<b>1,011</b>	<b>2,551</b>	<b>826</b>	<b>1,143</b>	<b>2,766</b>	<b>2,121</b>	<b>653</b>	<b>977</b>	<b>2,235</b>	<b>1,530</b>	<b>812</b>	<b>24,499</b>	<b>(10,999)</b>



## SCIEDULE 7

ACCOUNT NAME	Fiscal Year 1994												GRANT TOTAL	BUDGET REMAIN.				
	BUDGET	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP			OCT	NOV	DEC	
RECRUIT. DRIVE SUPPLIES	20,000		1,949	5,894	1,742	1,541	10,420	2,008	2,524	2,008	2,712	2,506	2,725	3,239	2,755	685	46,748	(26,748)
OFFICE SUPPLIES	3,200	20	254	162	308	624	286	591	9	438	283	151	183	496	135	59	4,420	(1,220)
MISCELLANEOUS	600			84	28	3	95	18			256	17		141	562		1,257	(657)
SAMPLE COLLECTION	0																0	0
AD TYPING	0																0	0
MLC SUPPLIES	0																0	0
LAB TESTS	0																0	0
	23,800	20	2,203	6,140	2,078	2,168	10,801	2,616	2,534	2,446	3,251	2,674	2,907	3,876	3,451	744	52,425	(28,625)
EQUIPMENT	0																0	0
SUPPLIES	500																0	500
OFFICE RENT	10,286	912	912	912	912	923	979		1,824	912	912	1,219	912	968		1,935	15,990	(5,704)
OFFICE EQUIPMENT																	0	0
COMPUTER SERVICE																	0	0
	10,786	912	912	912	912	923	979	0	1,824	912	912	1,219	912	968	0	1,935	15,990	(5,204)
TOTAL EXP (OTHER)	314,017	7,086	15,883	15,861	14,824	13,515	32,876	17,251	19,949	13,907	16,877	11,986	19,479	27,060	13,163	13,907	284,207	29,810
GRANT TOTAL (NAVY)	516,374	21,238	31,748	33,331	31,176	27,462	54,457	29,441	35,690	24,864	27,943	27,413	33,413	46,633	26,249	13,907	516,374	0

# October

## 1993

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> FT HUACHACA AZ	<b>5</b> FT HUACHACA AZ	<b>6</b> WRIGHT PATT OH NNMC, MD	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> HOLIDAY	<b>12</b>	<b>13</b> FT KNOX KY	<b>14</b> FT KNOX KY	<b>15</b>	<b>16</b> CHARLESTON SC
<b>17</b>	<b>18</b> PENSACOLA FL TRAVIS, CA	<b>19</b> MC CONNELL AFB, KS	<b>20</b> NORFOLK VA	<b>21</b> NORFOLK VA	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> NAVAL HOSP. SAN DIEGO CA	<b>26</b> NAVAL HOSP. SAN DIEGO CA	<b>27</b> CORPUS CHRISTI TX	<b>28</b> CORPUS CHRISTI TX	<b>29</b>	<b>30</b>
<b>31</b>						

# November

1993

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> H OFFMAN BLDG VA	<b>2</b> HOFFMAN BLDG VA	<b>3</b> WIRGHT PAT, AFB, OH	<b>4</b> NMCR, WVA	<b>5</b> CRYSTAL CITY VA	<b>6</b> NAS DALLAS, TX
<b>7</b> NAS DALLAS, TX	<b>8</b>	<b>9</b> REDSTONE ARSENAL, AL	<b>10</b> McPHERSON AFB, GA	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> NAVY ANNEX, ARLINGTON  MCAS BEAUFORT, SC	<b>16</b> HURLBURT FIELD, FL	<b>17</b> EGLIN AFB, FL	<b>18</b> MCAS BEAUFORT, SC (PARIS ISLAND)	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> FORT MYER, VA	<b>23</b> FORT MYER, VA	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> F.E. WARREN AFB, WY				

# December

## 1993

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> RANDOLPH AFB-TX <hr/> WRPATT OH	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> ALTUS AFB OK	<b>8</b> ALTUS AFB OK <hr/> NORFOLK VA	<b>9</b> INDIANA 28	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> NAVY YARD DC	<b>14</b> KANG MCCONNELL KS	<b>15</b> USS ORLENDORF CA - 50	<b>16</b> CAMP PENDLETON	<b>17</b>	<b>18</b> FAYETTEVILLE NC
<b>19</b> FAYETTEVILLE NC	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> HOLIDAY	<b>25</b> HOLIDAY
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> HOLIDAY	

January

1994

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 HOLIDAY
2	3	4	5	6	7	8
9 OFFUTT AFB NE	10 OFFUTT AFB NE	11 TINKER AFB OK	12 OFFUTT AFB NE	13	14	15 METHODIST CHURCH ANNAPOLIS
16	17 HOLIDAY	18	19 NAV SEC CHESAP, VA NAV ANNEX, VA	20 NNMC BETHESDA	21	22
23	24 CAMP LEJEUNE NC	25 CAMP LEJEUNE NC SAVANNAH, GA	26	27	28	29
30 EL TORO CA	31 EL TORO CA					

TOTAL-2753

# February

1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> NAVY YARD, DC SEYMOUR JOHNSON, NC	<b>2</b> SEYMOUR JOHNSON, NC	<b>3</b> GRAND FORKS AFB N.D.	<b>4</b> NAVAL JUSTICE SCHOOL R.I.	<b>5</b>
<b>6</b>	<b>7</b> FT. BLISS TX	<b>8</b> FT. BLISS TX	<b>9</b> HANSCOM AFB MA	<b>10</b> GRAND FORKS, ND	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> CASTLE AFB CA HENDERSON HALL, VA	<b>15</b>	<b>16</b> NSA MD	<b>17</b> HILL AFB, UTAH	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> HOLIDAY	<b>22</b>	<b>23</b> 29 PALMS CA	<b>24</b> 29 PALMS CA	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>					

# March

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> GREAT LAKES ILL	<b>2</b>	<b>3</b> SEYMOUR JOHNSON NC	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> USA CORPS OF ENGINEERS- AL FT BRAGG, NC	<b>10</b> MINOT AFB N.D.	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> NAVAL HOSPITAL BETHESDA, MD	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b> MICHIGAN NAT'L GUARD MI	<b>21</b> FT. MCPHERSON GA	<b>22</b> FT. MCPHERSON GA	<b>23</b> FT. GILLEM GA	<b>24</b> ARMY RESERVE COMMAND GA FT. BRAGG, NC	<b>25</b>	<b>26</b> 29 PALMS CA
<b>27</b>	<b>28</b> NAVAL SCHOOL HEALTH SCIENCES, SAN DIEGO, CA	<b>29</b> NAVAL HOSPITAL, SAN DIEGO, CA	<b>30</b> NAVAL STATION SAN DIEGO, CA	<b>31</b> NAVAL DENTAL SCHOOL SAN DIEGO, CA FT BRAGG, NC		

# April

## 1994

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 CAMP PENDLETON,CA FT BRAGG, NC	5 CAMP PENDLETON,CA USS GETTYS, FL	6 CAMP PENDLETON CA	7 CAMP PENDLETON CA	8	9
10 125TH FG/CC FL	11 MOUNTAIN HOME, ID (30)	12 MOUNTAIN HOME,ID (30)	13 NEX , VA	14	15	16
17 AIR NAT'L GUARD, MAINE	18 FT. BRAGG NC	19	20 CAMP PENDLETON, CA SIMA, SC	21	22	23
24	25 NAVAL HOSPITAL CHARLESTON, SC	26 NAVAL STATION CHARLESTON, SC	27	28 NAVAL SHIPYARD, SC FT. BRAGG NC	29	30



# May

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> LAUGHLIN AFB, TX NAS, ADAK, AK	<b>5</b> MC CONNELL AFB, KS	<b>6</b> FT BRAGG NC	<b>7</b>
<b>8</b>	<b>9</b> AF ACADEMY CO	<b>10</b> AF ACADEMY CO HAWAII (50)	<b>11</b> LUKE AFB AZ REDSTONE AL (50)	<b>12</b> LUKE AFB AZ	<b>13</b>	<b>14</b>
<b>15</b> SIG HARBOUR GUARD, AZ AIR NAT GUARD MAXWELL, AL	<b>16</b>	<b>17</b> FT KNOX KY	<b>18</b> FT KNOX KY	<b>19</b> GRIFFISS AFB, NY FT BRAGG, NC	<b>20</b>	<b>21</b> KELLY AFB, TX
<b>22</b>	<b>23</b> FT BRAGG, NC	<b>24</b> TRAVIS AFB, CA MONTANA AIR NAT'L G UARD MT	<b>25</b> TRAVIS AFB, CA LANGLEY AFB, VA	<b>26</b> NAV SECURITY STATION, DC LANGLEY AFB, VA	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> HOLIDAY	<b>31</b>				

# June

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> TINKER AFB, OK	<b>2</b> DEF LOGISTIC AGENCY, PA	<b>3</b>	<b>4</b>
<b>5</b> AIR NATIONAL GUARD NIAGARA FALLS, NY	<b>6</b> MARINE CORPS AIR STATION AZ	<b>7</b> LANGLEY AFB, VA	<b>8</b> FT RILEY, KS	<b>9</b> 31STH USAF CLINIC, SC <hr/> FT RILEY, KS	<b>10</b>	<b>11</b>
<b>12</b> FT BRAGG, NC	<b>13</b> DO NOT SCHEDULE PER SUE	<b>14</b> DO NOT SCHEDULE PER SUE	<b>15</b> FT MEADE, MD	<b>16</b> HQ-AFRES DENVER, CO	<b>17</b>	<b>18</b>
<b>19</b> DO NOT SCHEDULE PER SUE	<b>20</b> EIELSON AFB AK	<b>21</b> FT WAINWRIGHT AK	<b>22</b> FT LEVENWORTH KS <hr/> CLEAR AFB, AK	<b>23</b> ROBINS AFB GA <hr/> FT BRAGG, NC	<b>24</b>	<b>25</b>
<b>26</b> MARCH AFB, CA	<b>27</b> MARCH AFB, CA	<b>28</b> GRIFFISS AFB NY	<b>29</b>	<b>30</b> FT BRAGG, NC <hr/> MCCONNELL KS (30)		

TOTAL: 1114

# July

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4 HOLIDAY LACKLAND AFB TX	5	6 PORTSMOUTH AVAL HOSP. VA	7 NAS OCEANA VA	8	9
10	11 WRIGHT PATT OH	12 WRIGHT PATT OH	13	14	15	16
17	18	19	20 NNMC BETHESDA,MD	21	22 29 PALMS CA 100+	23
24	25 29 PALMS CA	26 29 PALMS CA	27 KEESLER AFB MS-100+ FT MON,NJ-15	28 FT BRAGG,NC 250	29	30
31					1114	

# August

## 1994

**TOTAL: 2534**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b> DFAS DENVER, CO 200+	<b>3</b>	<b>4</b> OZARK AL - 10	<b>5</b>	<b>6</b>
<b>7</b> GRISSOM AFB IN 100+	<b>8</b> GREAT LAKES ILL 200+	<b>9</b> GREAT LAKES ILL 100+	<b>10</b> MINOT AFB ND 15	<b>11</b> GREAT LAKES ILL 200+	<b>12</b>	<b>13</b>
<b>14</b> B;PP,OMGTPM OM 100+	<b>15</b>	<b>16</b> AMC VA 50+	<b>17</b>	<b>18</b>	<b>19</b> MIRAMAR CA 100+	<b>20</b> MIRAMAR CA 200+
<b>21</b> MIRAMAR CA 200+	<b>22</b> 29 PALMS CA 200+	<b>23</b> 29 PALMS CA 200+	<b>24</b> EDWARDS AFB CA - 150+ FT BRAGG NC- 100+	<b>25</b> EDWARDS AFB CA - 200+	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> FT BRAGG NC 200+	<b>30</b> NAVAL JUSTICE SCHOOL RHODE ISLAND 100+	<b>31</b>		<b>2534</b>	

# September

## 1994

**TOTAL: 2327**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> HARRISBURG RECRUITING PA 200+	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> HOLIDAY	<b>6</b> FT BRAGG NC 100+	<b>7</b> BROOKS AFB TX 200+	<b>8</b> BROOKS AFB TX 200+	<b>9</b>	<b>10</b>
<b>11</b> 440 MED GRP WI-100+ 906 MED GRP. OH-100+	<b>12</b> 29 PALS CA - 250 MINOT ND - 15	<b>13</b> F.E. WARREN WY- 100+ MINOT,ND 15	<b>14</b> WAREN,WY 100 PLATSB,NY 25 MINOT,ND-15	<b>15</b> ROBINS AFB GA- 150 MINOT,ND 15	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> DYESS AFB TX 200+	<b>20</b> GOODFELLOW AFB,TX-50+ WILFORD HALL TX - 15	<b>21</b> GOODFELLOW AFB,TX 150+	<b>22</b> VANCE AFB, OK 200+	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> CORRY STATION,FL 150+	<b>27</b> K.L SAWYER MI-100+ CONGRESS DC	<b>28</b> SCOTT AFB,IL CONGRESS,DC FT BRAGG,NC	<b>29</b>	<b>30</b> 2327	

# October

## 1994

TOTAL : 2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2 CAMP KEYES MAINE 126TH FW,FL	3	4 NAS JAX FL	5 PATRICK AFB FL ONIZUKA,CA	6 PATRICK AFB FL ONIZUKA,CA	7	8
9	10 HOLIDAY	11 FT BRAGG NC	12 FT MEYER VA	13 FT MEYER VA	14	15
16	17 HOLLOMAN AFB NM	18 HOLLOMAN AFB NM	19 KEESLER AFB MS MINOT, ND	20 NEX NORFOLK, VA	21	22 FT BRAGG NC MONTANA
23	24 FT SILL OK SAN DIEGO,CA	25 FT SILL OK	26 MCCLELLAN AFB, CA MONTANA	27 MCCLELLAN AFB, CA	28	29
30	31 FT KNOX KY				2018	

TOTAL: 1875

# November

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> AIA,KELLY AFB TX <hr/> FT KNOX, KY	<b>2</b> FT BRAGG, NC	<b>3</b> ARNOLD AFB TN	<b>4</b>	<b>5</b>
<b>6</b> 174TH FIGHTER WING, NY	<b>7</b> GROTON CT	<b>8</b> GROTON, CT <hr/> WILFORD HALL TX	<b>9</b> GROTON, CT	<b>10</b>	<b>11</b> HOLIDAY	<b>12</b>
<b>13</b>	<b>14</b> FT MEADE, MD <hr/> ELLSWORTH,SD	<b>15</b> MCCHORD AFB WA <hr/> FT BRAGG,NC	<b>16</b> FAIRCHILD AFB WA	<b>17</b> FAIRCHILD AFB WA	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> WRAMC,DC <hr/> FT BELVOIR VA	<b>22</b> WRAMC, DC <hr/> DEF MAP,MD	<b>23</b>	<b>24</b> HOLIDAY	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> BOLLING AFB DC <hr/> FT BRAGG, NC	<b>29</b> DEF MAP,MD	<b>30</b> DEF MAP,MD <hr/> MECH, PA		<b>1875</b>	

# December

## 1994

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> FT BRAGG NC - 150+	<b>2</b>	<b>3</b>
<b>4</b> 440 MED GRP WI 100+ (E) OAKLAND, CA 150 (H)	<b>5</b> EGLIN AFB FL 150 (R) FT HUACHUCA AZ (50)	<b>6</b> HURLBURT FIELD AFB FL 200+ (R)	<b>7</b> BARKSDALE, LA 150+ (E) DEF MAP, VA (H)	<b>8</b> BARKSDALE, LA 150+ (E)	<b>9</b>	<b>10</b>
<b>11</b> NAT'L GUARD MI 150	<b>12</b> FT BRAGG NC - 80+	<b>13</b> RANDOLPH AFB TX 200+ (E) CAMP LEJEUNE NC - 50+	<b>14</b> RANDOLPH AFB TX 200+ (E) NAV.ACADEMY MD 75 (R)	<b>15</b> RAN, TX 150+ (E) NAVCLIN, CA (50) NEWP, RI (60)	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> WALTER REED WASH. D.C.	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



# January

## 1995

**TOTAL 1062**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> NNMC BETHESDA, MD 75 (R)	<b>11</b>	<b>12</b> FT BRAGG NC, 75 (SELF) HOFFMAN BLDG VA, 100 (E)	<b>13</b>	<b>14</b>
<b>15</b> <b>XX</b>	<b>16</b> HOLIDAY	<b>17</b>	<b>18</b> NEX, NORFOLK, VA- 150+ (E)	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> SHEPHARD AFB TX - 200+ (R)	<b>24</b> SHEPHARD AFB TX - 200+ (R)	<b>25</b> FT SAM HOUSTON, TX 200+(E)	<b>26</b> FT SAM HOUSTON, TX 200+(E)	<b>27</b>	<b>28</b> KILEEN TX 75-(E)
<b>29</b>	<b>30</b> LACKLAND AFB TX - 200+(E)	<b>31</b> LACKLAND AFB TX - 200+	BRIEFINGS:  1/12 SHEPHARD AFB TX (EDDIE)  1/19 NAVAL HOSP. S.D., CA (BILL)			

**Bill Young Marrow Donor Center  
Donor Workup Process**

**April 1994**

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  - 6. Release Donors From Search**
  - 7. Confirm DR/CT Requests**
  - 8. Contact Donor**
  - 9. Contact Donor; Assess Interest**
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  - 37. Pre-O.R.**
  - 38. O.R.**
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  - 40. Meet Courier**
  - 41. The Day After**
  - 42. Donor Follow-Up Post-Donation**
  - 43. Check Hematocrit**
  - 44. At 6 Month Post-Donation Mark Release Donor From Follow-Up**

# **1. Access MCI Mail**

- Print messages.**
- Print worksheet.**
- Confirm DR and CT requests.**

## **2. DR Requests**

- Fax DR requests to DR lab.**
- If the lab does not have sufficient number of cells to complete typing, lab calls and gives us the ID numbers of the donors who need to have additional specimens drawn to do DR typing.**
- DSC calls Barbara to fax consent forms (see pg. 4 for description of this process) if additional samples are necessary.**
- Contact donor within 24 hours; if donor is interested, call lab contact at base to schedule appointment to have samples drawn. Confirm date with donor.**
- Send kit for specimen draw to lab contact.**
- Call Walt to inform him of date of specimen arrival.**
- Call Federal Express to arrange sample pickup (see pg. 14 for explanation of this process).**

### **3. DR Request From Civilian Donor Center**

- Receive request from civilian donor center that has contacted a donor for DR typing that qualifies for the DoD Marrow Donor Program.**
- Civilian DC faxes demographic information to BYMDC; contact donor and assess interest. If interested, contact base lab contact and schedule appointment for donor. Call donor to confirm date.**
- Call Sue to confirm new local ID#; also call Walt in DR lab to let him know when specimen will arrive.**
- Send specimen donation kit to lab contact with DoD consent form enclosed; have donor complete consent when sample is drawn and send with the specimen.**
- On date of appt., arrange Federal Express pickup of specimen (see page 14 for description of this process).**
- Confirm receipt of specimen by DR lab the morning after its drawn and shipped.**
- Accept transfer via MCI Mail script TA\_NMDP.**

## **4. CT Requests**

- **DSC calls CT requests to Barbara.**
- **Barbara locates consent forms:**
  - File cabinet in Barbara's office, or**
  - File cabinet in Jennifer's office.**
- **Barbara gets key to cabinets from Valerie.**
- **Barbara xeroxes forms and faxes copies to donor center.**
- **Barbara gives key back to Valerie.**
- **Barbara re-files forms and locks cabinet.**

## **5. Donor Center Receives Consent Forms From Lab**

- Administrative assistant reviews and xeroxes consent forms.**
- Administrative assistant verifies ID numbers.**
- Administrative assistant makes CT folders.**
- Administrative assistant sends certified letter to donors informing them of preliminary match.**
- Administrative assistant gives CT folders to DSC.**
- DSC places requests in letters sent file (NC).**



## **6. Release Donors From Search**

- . Find released donors on the worksheet.**
- . Pull folders of those donors to be released.**
- . Write SA, SB, or SC and date released on front of the folder.**
- . Give folders to administrative assistant who:**
  - Prints letter A, B or C.**
  - Administrative assistant has letter signed by DSC.**
  - Xeroxes letter.**
  - Puts copy of letter in folder.**
  - Prints envelopes.**
  - Sends out letters.**
  - Puts folders in DSC's box.**
  - File folders in database file.**

## **7. Confirm DR/CT Requests**

- DSA enters confirmation and appointment dates for DR requests via MCI Mail script DR\_NMDP.**
- DSA confirms CT requests via MCI Mail script CT\_NMDP.**

## **8. Contact Donor**

- Donor receives certified letter; calls DSC (see pg. 9) or DSC calls donor (takes oldest CT request in file):**
- Call work.**
- Call home.**
- Call emergency contacts.**
- Fax donors last known address/social security # to Trans Union.**
- Receive updated address information from Trans Union.**
- Call directory assistance to obtain phone #.**
- Call donor.**
- If donor's phone number is not available, administrative assistant sends certified letter to donor (MLC Search).**

## **9. Contact Donor; Assess Interest**

- If interested, do the following: educate donor about CT level testing, workup process and marrow collection procedure and perform health history.**
- Perform health history; if any concerns arise regarding donor's health status, refer to Madonna Pelkey. (Donor is asked to send pertinent medical records).**
- If healthy, have Madonna Pelkey sign health history and, if necessary, write message to be sent to SCU.**
- Xerox health history and place copy in Captain Hartzman's file.**
- Place post-it with lab contact's name, address, phone number and Federal Express instructions on outside of chart.**
- DSA/administrative assistant sends CT/IDM kits to lab contact and consent form to donor.**
- Enter appointment into MCI script CT\_NMDP; DSC sends messages to TC and SCU and any additional messages per Madonna Pelkey.**

## **10. Transfer Donor**

- . If donor is no longer in the military, transfer to civilian donor center.**
- . Call civilian donor center to request transfer.**
- . Call Freshnie and ask her to fax donor's HLA type.**

**-Freshnie faxes donor's HLA type.**

- . Fax donor's consent form, HLA type and any other pertinent information to civilian donor center coordinator.**
- . Access MCI Mail; initiate transfer via TR\_NMDP.**
- . Once transfer has been accepted by donor center, DSC faxes donor ID# to Freshnie to delete donor from file. Write transfer date and date deleted on transfer log in DSS's office.**

# **11. Donor Not Interested**

- Donor decides he/she is no longer interested in continuing participation in the program.
- Fax donor ID# to Freshnie to delete donor from file; write donor ID# and date to be deleted on log in DSS's office.
- Freshnie logs ID# and deletes donor from file.
- Access MCI Mail; report the NI donor status to the registry via the CT\_NMDP script.
- File donor's chart in the DB file.

## **12. Donor Temporarily Unavailable**

- Contact with donor or emergency contact is made, but donor is unavailable for a certain period of time. Donor is either deployed overseas or in the field or has a medical condition that will only temporarily defer him/her from donating.**
- Make notation on front of the donor's chart regarding reason for temporarily unavailable status and the date in which the donor will next be available.**
- Access MCI Mail; report TU status and date available to the registry via the CT\_NMDP script.**
- File chart in appropriate database file.**

# **13. Unable To Contact Donor**

- The donor is removed from the active donor file when all attempts that have been made to contact donor have failed.
- Fax Freshnie the donor's local ID#:
  - Freshnie logs ID# in a book.
  - Donor is removed from the active donor file and not included in next registry update.
- Access MCI Mail; enter UC in the CT\_NMDP script.
- File chart in database file.



## **14. Federal Express**

- **Call Federal Express at 1-800-238-5355 to schedule pick-up and obtain pick-up number.**
- **At 3:30 pm call Federal Express to check that all pick-ups have been made:**
  - If not picked up, call the lab where the blood samples were drawn.**
  - If samples are waiting, call Federal Express and monitor pick-up.**
  - If samples were not drawn, call to reschedule donor appointment.**
  - Notify T.C.**
- **When all samples have been picked up give charts to Matt/Kevin:**
  - Charts are filed according to whether CT consent has been received.**

# **15. Infectious Disease Marker Results**

- **Lab results received via printer from Roche in DSC office.**
- **DSA matches NMDP reference numbers on results with donor charts that have IDM results pending and pulls charts.**
- **Completes the NMDP Form 24 using information provided on the IDM result report as well as on the Health History Form.**
  - Send Copy to the NMDP Registry.**
  - Send copy to the SCU.**
  - Send copy to the Transplant Center.**
  - Place copy in the CT folder along with the Roche IDM results report.**
- **Report any abnormal findings to DSS:**
  - If necessary, schedule repeat testing.**

# **16. Donor Requested For Workup**

- Search Coordinator calls or MCI's message informing DSC of a work-up request.
- DSC pulls chart and gives it to Madonna Pelkey.
- DSS contacts the donor.

-If donor wishes to proceed a date for the information session is scheduled.

-Search Coordinator is called in order to get more information about the patient and to discuss possible transplant dates.

- Donor is assigned to either Matt or Kevin.
- Videotapes, vitamins, iron supplements and transplant articles sent to donor.
- Schedule pre-physical lab appt. and any other required samples.
- CAPT Hartzman is notified.
- Information session is performed; DSS keeps notes during the information session and places them in the communication section of the chart.
- Assemble chart for donor.
- DSS sends memo and Department of Defense directive via fax to the donor's Commanding Officer.

# **17. Schedule Physical Exam Appts. At Georgetown**

- **Call Georgetown Patient Coordinator to hold possible collection date.**
- **Third Party Physical Exam**
  - Call Internal Medicine to schedule appt.; Dr. Memoli or other internist available on specific date.**
- **Pre-Collection Physical Exam**
  - Call Ro to schedule appt. with Dr. Cahill.**
  - 2nd choice--schedule appt. with one of the other bone marrow transplant physicians.**
- **Anesthesia appt. if necessary.**
- **Autologous Unit of Blood (only if urgent workup)**
  - Fax Autologous request form to Blood Donor Services at Georgetown.**
  - Call to schedule appt.**
- **Access MCI Mail; enter date in WU\_NMDP script.**
- **Enter dates on cover sheet in donor's folder.**

## **18. Make Travel Arrangements For Out-of-Town Donors**

- . Call Travel Desk to make flight arrangements.**
  - Travel Desk faxes donor's itinerary.**
  - Travel Desk sends tickets to donor.**
- . If necessary, call Hospital Administration to make hotel reservations. Write room confirmation number on cover sheet in donor's chart when Hospital Administration calls back.**
  - . Call donor and give him/her confirmation number and instructions for getting to Leavey Center.**

## **19. Prepare For Donor's Physical Exam**

- Donor Services Coordinator will call administrative assistant in order that the appointments are put on the administrative assistant's calendar.**
- Donor Services Coordinator will fax the following items to the administrative assistant: marrow prescription, Form 24 and completed Georgetown registration form.**

## **20. Arrival For Physical Exams**

- Prior to appointments, administrative assistant will have donor registered into the Georgetown system.**
- Administrative assistant will meet donor at designated location at Georgetown.**

## **21. 3rd Party Physical Exam**

- . Go to Pasquillera Building-6th floor Internal Medicine.**
- . Sign the donor in at the Internal Medicine desk.**
- . Get registration form from New Patient Registration.**
- . Give registration form to Internal Medicine desk.**
- . Give physical exam requirements and lab results to the 3rd Party Physician, explain physical requirements and answer any questions the doctor has regarding the instructions.**

**-When Third-Party Physical Exam is completed, administrative assistant must obtain the physician's notes, EKG, lab results and order for chest x-ray.**

**-Administrative assistant must drop off bill and retain pink copy.**



## **22. Chest X-Ray**

- . Go to the ground level next to lobby of PHC Building.**
- . Sign in at the desk; donor then signs chest x-ray consent.**
- . Radiology calls donor's name:**

**-Donor has chest x-ray (10 minutes).**

## **23. Go Over Donation Information**

- . Donor reads and signs Intent to Donate form.**
- . Give donor reimbursement form.**
- . Give donor insurance summary and cover letter and beneficiary designation card.**
- . Give donor Georgetown map and Do's and Dont's before/after marrow donation.**
- . Go over all details of marrow donation.**

## **24. Pre-Collection Physical**

- Go to the out-patient clinic on 7 PHC.**
- Donor is to read and sign Georgetown consent form.**
- Administrative assistant will make 2 copies of: marrow prescription, Form 24, lab report, physician's notes (from third-party physical) and EKG. These copies are to be given to the transplant physician/Outpatient Nurse Coordinator and Dorothy Barron.**
- Outpatient Nurse Coordinator will draw one tube of blood for PT/PTT and the six tubes for the research samples. Administrative assistant must ship research kit via Federal Express and place it in the drop-box at Georgetown.**
- It is also possible that an infectious disease kit or pre-collection kit may need to be drawn, although efforts will be made to do this another time.**
- If possible, the administrative assistant should obtain Dr. Cahill's signature on Form 43.**

## **25. Autologous Unit (If Necessary)**

- Go to Blood Donor Services located on 1st floor of the Main Building.**
- Fill out consent/health history forms.**
- Donor donates unit of blood.**
- Blood Donor Services must provide green card with the autologous unit number and Georgetown administrative assistant must place in the donor's chart.**

## **26. Anesthesia Appointment (If Necessary)**

- Anesthesia Appointment takes place at AM Admission Unit on ground floor. Administrative assistant will go to nurse's station and inform them that the donor has arrived for an *anesthesia only* appointment.
- Administrative assistant should go into anesthesia appointment with the donor and provide the anesthesiologist with physician's notes (from third party physical exam), EKG and lab results.
- The donor has no file at Georgetown at this point, so the administrative assistant must keep anesthesiologist's form in folder until pre-admission appointment.

## **27. Nurse Spec. Faxes Lab/ Radiology Results To DSC**

- . Nurse Specialist faxes PT/PTT, chest x-ray and any other ordered results.**
- . DSC faxes results to Georgetown administrative assistant.**

## **28. Georgetown Admin. Assistant Faxes Results To Dr. Cahill**

- . Georgetown administrative assistant faxes or hand delivers results to Dr. Cahill.**
- . Dr. Cahill approves donor.**
- . If donor is not approved:**
  - Dr. Cahill orders additional tests or,**
  - Donor is deferred.**
- . Receive results from additional tests.**

## **29. Schedule Collection Date**

- . Call Collection Center Coordinator to schedule a collection date (Dorothy or Anita).**
  - C.C. Coordinator calls the Operating Room to schedule harvest.**
  - Operating Room calls Admissions and gives them: donor name, amount of marrow requested and date of desired admission.**
  - Operating Room confirms information with C.C. Coordinator.**
- . C.C. Coordinator calls DSC to confirm the harvest date.**
  - Call donor to confirm date.**
  - Enter date in WU\_NMDP script via MCI MAIL.**
  - Enter date on cover sheet in donor's folder.**
  - Call SCU to confirm date.**



## **30. Schedule Repeat Infectious Disease Markers**

- Call lab contact to schedule appointment for donor.**
- Call donor to confirm appointment.**
- On appointment day, arrange Federal Express pickup of the samples to be sent to Roche (see page 13).**
- Receive results via printer in DSC.**
- DSC faxes results to Georgetown administrative assistant.**
- Georgetown Administrative Assistant faxes copy of Form 50 to DSC, SCU and C.C. Coordinator.**
- Georgetown administrative assistant sends white copy to Registry, pink to SCU and places gold and yellow in folder.**

## **31. Schedule Autologous Units (If necessary)**

- **Call ARC/Special Collections or Base Hospital.**
- **ARC faxes Autologous Donation Request Form.**
- **DSC faxes form to Dr. Cahill for signature.**
- **Dr. Cahill faxes signed form to DSC.**
- **DSC faxes form to ARC.**
- **ARC contacts donor and makes appointments; DSC gets dates from ARC.**
- **Enter dates into MCI MAIL script WU\_NMDP and on cover sheet inside chart.**
- **Obtain shipment dates from ARC.**

## **32. Make Travel Arrangements And AM Admit Appt. For Donor**

- Call Travel Desk; arrange flights for early afternoon arrival:
  - Travel Desk faxes itinerary to BYMDC; place in donor's chart.****
- Make reservations for Leavey Center through Hospital Administration; get confirmation # and enter on cover sheet of donor's chart.**
- Make AM Admit Appointment for donor.**

# **33. Make Marrow Courier Arrangements**

- **Call Jennifer; ask her for courier on date of harvest.**
- **Jennifer calls back with name of courier; gives courier transport instruction sheet.**
- **DSC calls courier and goes over instructions for marrow transport.**
- **DSC calls Transplant Center for special courier instructions; if any, Transplant Center either faxes or goes over instructions on the phone.**
- **Call Travel Desk and make flight/hotel arrangements for courier:**
  - Tickets sent to BYMDC office. Will be sent in future to Cassandra.**
  - Travel Desk faxes itinerary to BYMDC.**
  - Call or MCI the Transplant Center and give coordinator primary/secondary flight information.**

## **34. Track Autologous Units (If Necessary)**

- . Call donor to confirm that unit has been drawn.**
- . Call blood center to get the shipment dates, arrival times, and attempt to get the unit numbers.**
- . Complete autologous unit form and fax to C.C. Coordinator.**
- . Call Georgetown blood bank to confirm arrival of autologous units.**

# **35. Pre-Admission Appointment**

- Donor will arrive at least one day prior to marrow harvest.
- Donor will check into the Leavey Center and meet the Georgetown administrative assistant at a designated area 15 minutes prior to Pre-Admission appointment.
- The administrative assistant will accompany the donor (and companion) to the AM Admission Unit on the Ground Floor in the CCC Building.
- The administrative assistant will sign in the donor. When the donor is called, the administrative assistant will accompany the donor to registration and ensure that all information is correct.
- Take the donor to the nurse's station and they will direct you to a room.
- The nurse will likely draw 1 or 2 tubes of blood. Make sure that any blood samples that need to accompany the marrow are drawn at this time (if marrow is going overseas, peripheral blood samples must wait to be drawn the morning of the harvest).
- If the donor donated an autologous unit of blood, give the nurse the autologous unit identification card.
- If the donor had an Anesthesia Only appt. at the time of the Physical Exam give the nurse the anesthesia report.
- The donor will be asked to sign several consent forms. One of these forms is the Consent to Receive Blood Products. Make sure that they are also given the Refusal to Receive Blood Products as well. Inform the donor that both our Medical Director and Associate Medical Director prefer that they sign the Refusal form.
- Make sure the donor has the Donor Services Coordinator pager #. Remind the donor where and when to meet the administrative assistant the morning of the harvest. Also, be sure to remind the donor not to eat or drink anything after midnight, and by all means not to take any aspirin or ibuprofen!!!

## **36. Harvest Day**

- . Administrative assistant meets donor in the lobby of the Leavey Conference Center 10-15 minutes before the donor needs to be admitted to the AM Admissions Unit. The donor needs to be admitted to the AM Admissions Unit 1:45 to 2 hours before the O.R. time. (The most common O.R. time is 7:45am, therefore the donor needs to be at AM Admissions by 6:00am).**
- . Once at AM Admissions, the donor must be signed in. When the donor is called, the administrative assistant must confirm that all registration information is correct.**
- . The donor will be assigned to a room, where he/she will change into a gown and paper pants. They will put their clothes in a bag. The bag will be sent up to their room in the afternoon.**
- . About 1/2 hour before the O.R. time, the donor will be escorted down to the recovery room. When the donor is ready to leave AM Admissions, say good-bye to the donor's companion. Inform the companion (especially if companion is parent or spouse) that you will call them at the Leavey Center when the procedure is over.**

## **37. Pre-O.R.**

- . The donor will be placed on a gurney in the recovery room. At this time the administrative assistant should go to the locker room and change into scrubs.**
- . Periodically check on the donor in the recovery room. The administrative assistant does not have to be in the recovery room the entire time. While in the recovery room the donor will be hooked up to an IV and meet the nurses, the transplant physician and the anesthesiologist.**



## **38. O.R.**

- . When the donor is wheeled into the O.R. the administrative assistant must accompany the donor. If the donor wishes to have an Epidural form of anesthesia, it will be done in the O.R. but it is possible they may do it in the holding room next to the recovery room.**
- . The administrative assistant should begin to fill out the Form 60 (Donor Hospitalization Record). Once the harvest begins it will take 15 to 90 minutes. Make sure the donor does not receive homologous blood and if they are to receive autologous blood, double check the unit # to make sure it is their's.**
- . When the harvest is completed, be sure to ask the O.R. nurse how much heparin, ACD-A and RPMI was used.**
- . When the donor leaves the O.R., put the marrow in a bag/cooler and go to the locker room to change. DON'T LEAVE THE MARROW IN THE LOCKER ROOM!!!**

## **39. Cell Processing**

- **Go to the Cell Processing Lab (x43511) 1st floor in the Main Bldg. Sarah, Trish or Ellen will help you. Give them the marrow.**
- **Call the donor's companion to inform he/she the procedure is over and let he/she know when the donor has a room assignment, you will call them back.**
- **Make sure the Form 60 is completed as much as is applicable. The lab tech will give you the cell counts. Make sure the white marrow labels and yellow tags are completed. Make sure you put the amount of heparin, ACD-A and RPMI on the white labels.**
- **When the lab tech has separated the marrow into bags and says they are ready, place a white label on each bag and write the amount on the bottom of the label (ex. 486cc). Also, tie on yellow marrow tags to each bag. Place each bag in a ziploc bag. The ziploc bags are in the fourth blue drawer.**
- **Line the marrow cooler with a blue chux. Ask the lab tech where they are located. You can cut it if necessary. Place the marrow bags gently one on top of the other in the cooler. Make sure that any tubes of blood or marrow are also placed into the cooler.**
- **You need to include the following and place it into the cooler:**
  - Yellow copy of Form 50**
  - Pink copy of Form 60 (double check to make sure it is completed).**
  - Marrow labsheet (the lab will give you two copies; keep the one with the donor's name in the donor's file).**
  - Latex gloves**
  - Two courier letters (this should be the first thing seen when the cooler is opened).**
- **Double check to make sure everything needed is in the cooler.**
- **When done in the Cell Processing Lab, the administrative assistant must sign the Marrow Out book.**

## **40. Meet Courier**

- At this point the administrative assistant should meet the courier at the designated time and place. (Usually 3 hours after the scheduled O.R. time in the lobby of the Lombardi Cancer Center). Go over the instructions with the courier, give him/her the tickets and see to it they get in a cab to the designated airport (almost always National).**
- Call Dorothy to see if the donor has been assigned to a room and if they have been, find out when they will be there.**
- Call donor's companion and designate a time to meet them at the Leavey Conference Center to take them to the donor's room.**
- When the donor is safely in a room, make sure the donor has the Donor Services Coordinator pager # as well as the administrative assistant's telephone #. Give the donor the blue donor bag. Inform the donor that the Donor Center Supervisor will call him/her later in the afternoon. Be sure to write down the donor's room number, telephone number and hematocrit upon admission (get from nurse) in chart. Call Donor Center Supervisor and give him/her this information.**
- Before the administrative assistant leaves for the day call/visit donor.**

## **41. The Day After**

- . The morning after the harvest the administrative assistant should call the donor in order to let him/her know if they have any problems with being discharged he/she can call.**
- . Call Dorothy to obtain hematocrit upon discharge. Call Donor Center Supervisor and give her this information.**

## **42. Donor Follow-Up Post- Donation**

- . DSS completes Form 70 within 24 hours of harvest.**
- . Follow-up calls to donor daily x 2 weeks; weekly x 4 weeks; monthly x 4 months.**
- . Have administrative assistant/DSA make copy of chart to send to Medical Director.**
- . Notify donor of recipient status on ongoing basis.**

## **43. Check Hematocrit**

- . Hematocrit checked at 2 weeks past donation and 6 weeks past donation.**
- . Send hematocrit request form to donor.**
- . Donor goes to base lab to have blood drawn.**
- . Lab faxes results to DSS.**
- . DSS faxes results to Medical Director.**

## **44. At 6 Month Post-Donation Mark Release Donor From Follow- Up**

- Medical Director signs off on the release of the donor.
- Donor's chart is disassembled and all paperwork transferred to manila folder and stored in DSS's file cabinet.